

# Weronika Balewski Music Studio

## Policies

2021-2022

## Tuition Fees

### Semester Tuition

17 lessons, 1 group class, 1 recital  
(discounted lesson fee)

\$1675 for 60 min lessons  
\$1216 for 45 min lessons  
\$978 for 30 min lessons  
\$621 for 15 min lessons

### Single Lesson Fee

\$100 for 60 min lesson  
\$72 for 45 min lesson  
\$59 for 30 min lesson  
\$37 for 15 min lesson

### Lesson Packages

*Sign up for multiple lessons and receive a discounted lesson fee. Please contact me for details.*

### Travel Fee

If I travel to your home

*Depends on location*

## Your Weekly Lesson Time

When you pay your semester tuition, you reserve a weekly lesson time in my studio for the entire semester. **Please keep this time available every week and do not schedule other appointments or activities during this time.**

When you pay for a lesson package, you reserve the lessons in that package for the specific dates we agree on. Any changes are subject to the cancellation and make-up policies outlined below.

### Weronika Balewski Music Studio

Waltham, MA

[weronikaflute.com](http://weronikaflute.com)

## Cancellation and Make-up Policies

### **Teacher Rescheduling Policy**

As an active performer and educator, I share with my students a wealth of real-world performance experience and insights from other groups and organizations. I occasionally need to reschedule lessons due to concerts and teaching engagements. If I am unable to teach your scheduled lesson for professional reasons, I will give you options for a rescheduled lesson at my home studio or taught online via Zoom or Skype.

If I cancel a lesson due to my personal emergency or illness, I will give you as much advance notice as possible and provide options for a rescheduled lesson at my home studio or taught online via Zoom or Skype.

**All rescheduled lessons due to teacher absence may be taught online via video chat if we cannot find an in-person time.** Lessons I reschedule do not count towards your make-up limit.

### **Student Rescheduling Policy**

Rescheduling based on the student's request is not guaranteed. The only time that I have reserved is your weekly lesson time (for semester tuition) or your scheduled lesson (for lesson packages). If I am able to accommodate your request for a rescheduled lesson, I will do so. To reschedule, you must contact me with your request at least 24 hours in advance, or the night before in case of illness. As a courtesy, I ask that you give at least 2 weeks' notice for foreseeable conflicts such as medical appointments and trips.

Students on semester tuition plan: If you contact me with at least 24 hours advance notice or the night before in case of illness, and we are unable to reschedule, the lesson is considered cancelled and counts toward the make-up limit.

Students on a package tuition plan: If you contact me with at least 24 hours advance notice or the night before in case of illness, and we are unable to reschedule, I am not able to make up the lesson.

### **Student No-Show Policy**

If a student fails to show up for their lesson without canceling in advance, or cancels a lesson with less than 24 hour notice, I am not able to consider a request to reschedule. The lesson is considered a no-show and cannot be made up.

### **Student Make-up Limit**

Students on the semester tuition plan can make up only two cancelled lessons per school-year. This includes lessons missed due to planned absences (medical appointments, family trips, auditions, etc.) and lessons missed due to illness or personal emergency. Up to two missed lessons will be scheduled during the two make-up weeks built into the calendar in June. Additional missed lessons cannot be made up.

### **Weronika Balewski Music Studio**

Waltham, MA

*weronikaflute.com*

Students on the package tuition plan cannot make up lessons.

**Inclement Weather Policy**

If it is impossible or unsafe to have a lesson due to inclement weather (such as a snowstorm), we will have a lesson online using Zoom or Skype.

**Malfunctioning Technology Policy – for students learning online**

Sometimes, despite our best efforts, technology fails us. If the internet connection makes it impossible to have a high-quality lesson, or there is some other technological malfunction, we will reschedule according to the Teacher Cancellation Policy above. Technology-related makeups do not count towards a student's make-up limit.

**Refunds**

Refunds are not possible, as I reserve your lesson time in my calendar for the entire semester. If a student drops out of lessons before the end of the semester, tuition installments are still due until the entire semester has been paid.

## Scheduling Extra Lessons

You may want to schedule extra lessons for additional instruction, or if you are preparing for an audition or performance. Extra lessons may be scheduled during any regular teaching week (you would have 2 lessons that week), during vacation weeks as my schedule allows, and during the Make-Up weeks in June.

## Summer Lessons

Lessons in the second half of June, July, and August may be available. I announce my summer availability in May each year.

## Tuition Payments

Tuition must be paid before the first lesson of the semester or package. I will reserve your lesson time after I receive payment (full payment or the first installment).

You may request to pay tuition in installments. Please send me an email and give a reason for the request. Requests are usually granted in cases of financial need.

**Weronika Balewski Music Studio**

Waltham, MA

*weronikaflute.com*

Tuition Installments are due on the following dates:

**1<sup>st</sup> Installment: Due immediately upon registration to reserve your spot**

**2<sup>nd</sup> Installment: Due by the 6<sup>th</sup> Teaching Week of the semester**

**3<sup>rd</sup> Installment: Due by the 12<sup>th</sup> Teaching Week of the semester**

Students who join my studio after the first week of lessons will pay prorated tuition if they are joining on the semester payment plan.

Extra lessons are scheduled and paid for separately.

I accept the following forms of payment:

- **Venmo**
- **Zelle**
- **PayPal**  
(To avoid fees use “Friends and Family” and funds from a connected bank account)
- **Electronic bank transfer**
- **Check**

## Online Lesson Equipment and Setup

I suggest the following equipment and setup for all online students:

- CAD Audio U37 USB microphone
- Video camera
- Reliable internet connection with high enough speed for streaming video. I highly recommend a wired ethernet connection.
- Computer or tablet (a phone screen is too small)
- Easily accessible login information for Zoom and Skype (one primary, one as a backup)
- Open the application at least 5 minutes before our lesson to avoid delays due to unexpected software updates

I am happy to test your online lesson setup with you before our first lesson.

I teach using the following platforms:

- Zoom
- Skype

**Weronika Balewski Music Studio**

Waltham, MA

*weronikaflute.com*

## Covid-19 Addendum for In-Person Lessons

During the pandemic, we must work together to keep each other and our community safe. The most important things we can all do for each other are

- get vaccinated if you are eligible
- wear masks in public places
- stay home if you have any symptoms of Covid-19, and
- stay home if you have had close contact with anyone who has shown symptoms or tested positive for Covid-19.

### **I am fully vaccinated.**

I ask for your diligence in keeping these guidelines, as I am a point of contact between many school districts and communities. Protecting each other and our contacts is a mutual responsibility.

I reserve the right to refuse to teach in-person if a student's or family's behavior puts me or other students I teach at risk.

**Online lessons will continue to be available to all students** who wish to continue online.

If a student is unable to follow guidelines for in-person lessons, they must switch to online lessons or leave the studio.

### **Flute Lessons**

**Weekly flute lessons will be indoors, in person** ONLY if these conditions and guidelines are followed:

- The student and teacher have not had any symptoms of Covid-19 in the last 14 days
- The student and teacher have not been in close contact with anyone showing symptoms of Covid-19 or diagnosed with Covid-19 in the last 14 days
- Student and teacher remain 10 ft apart while playing. Masks must be worn when teacher and student are less than 10 feet apart.
- Student and teacher wear a well-fitting mask when speaking or listening.
- Student and teacher do not play each other's instruments
- There is adequate air circulation. Open windows with fans are ideal, if possible.

These guidelines apply regardless of the student's vaccination status.

**Weronika Balewski Music Studio**

Waltham, MA

*weronikaflute.com*

## Piano Lessons

**Weekly piano lessons will be indoors, in person** ONLY if these conditions and guidelines are followed:

- The student and teacher have not had any symptoms of Covid-19 in the last 14 days
- The student and teacher have not been in close contact with anyone showing symptoms of Covid-19 or diagnosed with Covid-19 in the last 14 days
- Student and teacher wear a well-fitting mask at all times.
- There is adequate air circulation. Open windows with fans are ideal, if possible.
- The piano/keyboard keys touched by students will be disinfected before lessons begin for the day and between each student.

These guidelines apply to regardless of the student's vaccination status.

## Registration and Understanding Studio Policies

The student (or parent, if student is under 18) will fill out a registration form in which they agree that they have read the studio policies. The version of the studio policies that was in effect at the time of signing is the version that we will refer to if any questions arise.

8/24/21